

**MINUTES OF A MEETING OF THE PRINCE GEORGE PUBLIC LIBRARY BOARD  
HELD WEDNESDAY, AUGUST 22, 2018 AT 7:00PM  
IN THE KEITH GORDON ROOM AT THE BOB HARKINS BRANCH**

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Present: Mike Gagel (Chair)  
Mike Erickson (Vice Chair)  
Alan Idiens  
Astrid Nicholson  
Myta Blacklaws  
Councillor Terri McConnachie

Also Present: Janet Marren (Chief Librarian)  
Lisa Martinson (Recorder)  
Paul Burry  
Ignacio Albarracin

Regrets: Carolynne Burkholder-James  
Kirk Walker  
Elizabeth MacRitchie

**1. CALL TO ORDER**

- The meeting was called to order at 7:00 p.m.

**2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

**A motion to approve previous meeting minutes of the July 25, 2018 meeting as distributed was moved and seconded. The motion was carried.**

**3. ACCEPTANCE OF CONSENT AGENDA**

a) Meeting Agenda

Additions:

5. Discussion - b) MOU and 5. c) Theatre Northwest Fundraiser

**A motion to accept the agenda as amended was moved and seconded. The motion was carried.**

#### 4. REPORTS/PRESENTATIONS

##### a) Board Chair

- Board Chair, Mike Gagel, has been encouraging co-workers and others to come to the library and get a library card.
- As a contribution to the Silent Auction for Plot Twist, Mike will be building a book shelf.

##### b) Chief Librarian

Please refer to the full Library Report for additional information. Highlights include:

- The Chief Librarian and Controller met with the architects and City's Project Manager to review entrance drawings. They will be coming to the library on September 19<sup>th</sup> to make a presentation to the Board.
- On August 9<sup>th</sup> the Chief Librarian and Public Service Manager met with the Fire Chief and the City's Director of Human Resources regarding the use of naloxone kits by library staff. Due to potential liability, it was strongly recommended that the library continue to call 911 in overdose situations and to disallow the administration of naloxone by library staff.
- The Chief Librarian will be attending the Association of BC Public Library Directors meeting on September 27-28, 2018 in Abbotsford, BC.
- The evacuation webpage that was developed last year has been relaunched. The library is offering full library service to evacuees.
- Congratulations to energetic library staff who conducted six weeks of quality summer programming. 2,214 people attended 109 programs for an average of 372 participants per week
- The new library guides highlighting programs from September to December are now available.

##### c) Library Advancement Committee

- The Civic Centre has declined access to their showers for library staff
- A request to have past successful capital projects added to the website has been added to the next Website Committee meeting agenda.
- The Communications Coordinator is putting together an annual communications plan.
- The library's Controller, Jody Tindill, presented Capital Campaign options. The focus of the next capital campaign is the renovation of the library teen area. There would be two phases to this project: Phase I would require \$250,000 raised by 2020; The 2<sup>nd</sup> phase would need \$750,000 by 2021.
- The Committee will be looking at making more targeted requests for teens and teen learning through grant research.

- Everyone is welcome to attend the upcoming Capital Campaign Sub-Committee meeting on September 10 at 3:00 p.m.
- On September 26<sup>th</sup> at 6:30 p.m. prior to the Library Board meeting at 7:00 p.m. there will be an Advocacy Committee Meeting of the Whole.
- Social Media videos will be completed with stories surrounding the teen space campaign.

d) Plot Twist Committee

- The deadline to submit Silent Auction items is September 10<sup>th</sup>.
- 16 tickets have currently been sold. Tickets can be purchased online through Paypal and at the Circulation desk.
- Judy Russell has agreed to 3 performances that evening for a cost of \$600.
- The Communications Coordinator met with artist Kari Patterson about her doing graffiti live the night of the event.
- A game plan for games is being put together. Ideas are welcome.
- The caterer will be the same as last year's event.
- 5 radio dates have been set for September.
- Between August 17<sup>th</sup> and August 31<sup>st</sup>, staff, board, Friends of the Library, CNC and UNBC will be offered a discount to pay \$45 per ticket. If paying online, contact Controller, Jody Tindill first to make sure you get the discounted price.
- The Board agreed to purchase a Brass sponsorship. Board members can contribute whatever they wish. Trustee, Elizabeth MacRitchie, will make up the difference.
- Looking at doing kegs of beer instead of cans.
- The next meeting will be held at Trench Brewing for research purposes.

e) Governance Committee

- Governance Committee did not meet. The next meeting will be held on September 19<sup>th</sup>.

f) Local History Committee

- Local History Committee will not meet again until September.

g) Friends of the Library

- The Friends of the Library will not meet again until September.

h) BCLTA

- BCLTA is not meeting again until September.
- On September 14<sup>th</sup> and 15<sup>th</sup> the Board Chair will be attending a BCLTA meeting in Richmond. Their new website will be launched at that time.

## 5. DISCUSSION/DECISION ITEMS

### a) Financial Statements to July 31, 2018

- The Financial Statements were reviewed.

**A motion to accept the Financial Statements to July 31, 2018 as distributed was moved and seconded. The motion was carried.**

### b) MOU (Memo of Understanding)

- Ignacio Albarracin, Public Service Manager for the library, presented a draft of a MOU between the Library Board and the L'heidli T'enneh.
- The Board reviewed the document and will submit feedback on the draft to the Governance Committee by September 19.
- Library Staff will consult with our contact at the L'heidli Tenneh office to discuss the process for Library Board/Chief and Council consultation re: the MOU.

### c) Theatre Northwest Fundraiser

- Communications Coordinator, Amy Dhanjal, has been in contact with Theatre Northwest to talk about a joint fundraising event
- The event is a "Thrift Shop Fashion Show". The library and Theatre Northwest will share in the cost of the event and Marnie from Theatre Northwest would do the shopping for the event. The cost would be around \$1500.
- It is proposed that the event will take place in the library with the staircase as the runway.
- It is anticipated that Theatre Northwest patrons would attend which would help bring more people into the library.

**A motion to approve the joint fundraiser between the library and Theatre Northwest was moved and seconded. The motion was carried.**

## 6. OTHER/NEW BUSINESS

### a) Committee Meetings for September

- Plot Twist Sub Committee – September 19<sup>th</sup> at 4:00pm in the mini-purpose room
- Library Advancement Committee – October 10<sup>th</sup> at 4:00pm in the mini-purpose room
- Local History Committee – September 11<sup>th</sup> at 4:45 p.m. in the mini-purpose room
- Governance Committee – September 19<sup>th</sup> at 6:00 p.m. in the Chief Librarian's Office
- Library Board Meeting - September 26<sup>th</sup> at 7:00 p.m. in the Keith Gordon room

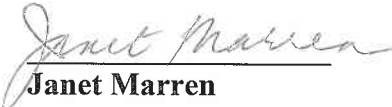
- Entrance Plans with Architect – September 19<sup>th</sup> at 7:00 p.m. in the Keith Gordon Room (tentative).
- Capital Campaign Sub Committee- September 10<sup>th</sup> at 3:00 p.m. in the mini-purpose room.

b) Board Look Ahead

- Raise a Reader - September 19, 2018 7:00 a.m. to 9:00 a.m. The board is invited to participate.
- Deadline to apply for the Library Board – November 16, 2018 at 5:00 p.m. Members will be appointed at the November 26<sup>th</sup> Council meeting. A letter will be sent to the City Clerk prior to November 26<sup>th</sup> with how many of the current board are reapplying and their names.

**7. ADJOURNMENT**

**A motion to adjourn the Library Board meeting at 8:12 p.m. was moved and seconded. The motion was carried.**

  
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**Janet Marren**  
**Chief Librarian**

  
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**Mike Gagel**  
**Board Chair**